

STATEMENT OF RENTAL POLICY

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

1. **Apartment availability policy.** Apartments become available when management is informed by maintenance that the premises are ready for occupancy.
2. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment or house. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom plus one child under eighteen months per bedroom.
3. **Application process.** We evaluate every apartment application in the following manner: You must answer all questions on our rental credit application form. Everyone over the age of 19 who will occupy the apartment must fill out a rental credit application. You must pay the nonrefundable **\$39.95** credit application fee, in cash or money order, for each application. You must have current picture identification. We will verify your credit report to determine that your credit history meets our rental criteria. This process takes one to three days. We will rent available properties to applicants in the order that their applications are approved and when full deposit is paid. The property will go to the first approved applicant with the full deposit, first month's rent and signed lease.
4. **Credit history.** You must have sufficient credit to show a satisfactory payment record for at least three years. If your credit history shows any active bankruptcies or court ordered payments we will reject your application.
5. **Co-signers/Guarantors.** If your application is rejected for credit history, you may be able to qualify if you can get a third party to guarantee/co-sign your lease. This co-signer/guarantor must be local and appear in person with approved picture identification and pass the same application and screening process that you must pass and must pay the nonrefundable **\$39.95** credit application fee in cash or money order. Cosigners/guarantors will be on the lease even if he or she does not live on the premises. Co-signers/guarantors will be responsible for the monthly rental amount as well as any damages caused to the property.
6. **Pets.** Approved pets require an additional, nonrefundable, deposit of no less than \$500 per pet and up to \$100 additional rent per month per pet. Pets **are not** allowed in apartments or townhouses.

APPLICATION FOR LEASE RENTALS

EACH ADULT APPLYING FOR UNIT MUST COMPLETE A SEPARATE APPLICATION

PLEASE PRINT - ALL information must be completed. All blanks must be filled in. The decision to rent to you will depend in great part on your credit history and references. Only clean, responsible people who pay rent on time, need apply.

How did you find out about us? Sign : Newspaper : Friend : Other _____

YOUR PERSONAL INFORMATION

Full Name _____ Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____ Social Security Number _____ - _____ - _____ Current Driver's License # _____ State: ____ DOB _____

Spouse's Name _____ Spouse's Social Security Number _____ - _____ - _____

Present Address _____

City _____ State: _____ Zip: _____

How Long? _____ If renting, Apartment name/location _____ Phone: (____) _____

Landlord/mgr's name _____ Alternate Phone: (____) _____

Why are you leaving? _____ Current Rent: \$ _____

Spouse's Address (if different from yours) _____ Spouse's Tel Number _____

Previous Address _____

City _____ State: _____ Zip: _____

How Long? _____ If renting, Apartment name/location _____ Phone: (____) _____

Landlord/mgr's name _____ Alternate Phone: (____) _____

Why did you leave? _____

Present Employer _____ Position: _____ How Long? _____

Address _____ Phone: (____) _____

Gross Monthly Income before deductions: \$ _____ Other Income: \$ _____ Source: _____

Former Employer _____ Position: _____ How Long? _____

Address _____ Phone: (____) _____

Why did you leave? _____

PLEASE CONTINUE ON NEXT PAGE

CREDIT REFERENCES: This can include store credit cards, rental stores, car loans, small loans, etc.

Bank _____ Acct #(s) _____ Branch _____ Checking: | | Savings | | Loan | |
City _____ State _____ Approx. Balance \$ _____ How Long? _____

Other Active Credit Ref: _____ Account # _____ Exp. Date: _____
Type of Account: _____ Credit Limit: \$ _____ How Long? _____ Are all payments current? YES NO

Other Active Credit Ref: _____ Account # _____ Exp. Date: _____
Type of Account: _____ Credit Limit: \$ _____ How Long? _____ Are all payments current? YES NO

Have you ever been evicted, served an unlawful detainer, or been asked to vacate? YES NO

Have you ever had a foreclosure/repossession? YES Date _____: NO

If yes, explain: _____

Have you ever filed for bankruptcy? YES Date _____: NO If yes, Chapter 7 or Chapter 13

Explain: _____

Have you ever been convicted of a crime, other than a traffic violation? YES NO If yes, explain: _____

Have you ever willfully or intentionally refused to pay rent when due? YES NO

Are you a convicted sex offender? YES NO

EMERGENCY - In an emergency you may contact (List parents, other than spouse/roommate, nearest relatives first)

Father's Name _____ Employer _____ Phone: (____) _____
Address _____ City _____ State _____ Zip _____

Mother's Name _____ Employer _____ Phone: (____) _____
Address _____ City _____ State _____ Zip _____

Sibling's Name _____ Employer _____ Phone: (____) _____
Address _____ City _____ State _____ Zip _____

Name _____ Relationship _____ Phone: (____) _____
Address _____ City _____ State _____ Zip _____

Name _____ Relationship _____ Phone: (____) _____
Address _____ City _____ State _____ Zip _____

PLEASE CONTINUE ON NEXT PAGE

OTHER INFORMATION

OTHER PERSONS (INCLUDING CHILDREN) WHO WILL LIVE IN THE DWELLING UNIT

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Date of desired occupancy _____ Anticipated length of stay _____

Do you own: Vacuum cleaner : Water bed : Musical instruments : Does anyone smoke? Yes : No :

Do you own any animals? Yes : No :

If yes, please list type and breed. _____

List all motor vehicles, including recreational vehicles, to be kept at the property:

MAKE	MODEL	COLOR	YEAR	LICENSE PLATE #	STATE	MONTHLY PAYMENT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

A non-refundable application fee of \$ _____ and a reservation fee of \$ _____ are required for processing this application, and is being paid herewith. The undersigned expressly agrees that if this application is approved applicant herewith agrees to rent this property. Applicant further agrees that if applicant is accepted by Management and then decides, for any reason, not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax or mail. Once approved, applicant agrees to pay the balance of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant has decided to forfeit the deposit/reservation/earnest money payment made herewith and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above, shall be returned to applicant. Applicant understands and agrees that rent begins as of the day after application approval and will be prorated for the following month.

If applicant is approved and security deposit is paid, the property will be taken off the market for the purpose of renting the property to this specific applicant. Failure to enter into the contemplated lease within 48 hours, will cause the security deposit to be forfeited and the applicant can be held liable for up to two months of rent at the stated market rate or until a qualified tenant is found – whichever comes first.

A PHOTOSTATIC COPY OF MY DRIVER'S LICENSE OR PICTURE IDENTIFICATION CARD, SOCIAL SECURITY CARD, LATEST PAY CHECK STUB(S) ARE ATTACHED TO THE APPLICATION [], OR WILL BE PROVIDED []. I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant's Authorization

Date

SECTION 8 APPLICANTS

Do you have a moving voucher or new voucher? _____

How many bedrooms on your voucher? _____

What housing authority are you with? _____

Who is your case worker? _____

Case workers phone number _____

What is your current tenant portion of the rent? _____

How much is Section 8 paying now? _____

Applicant

DISTURBANCES: No loud noise will be tolerated from any apartment or any part of the parking area. Noise is considered above acceptable levels if it disturbs anyone outside your apartment.

This is a small apartment complex. If you are going to have loud parties or loud music or allow your children to play on the parking lot or play on the sidewalks you may need to apply elsewhere.

Again, none of the above can be tolerated.

Applicant's signature